



## ANNEXATION REQUEST REVIEW SUBMITTAL REQUIREMENTS

### A. ITEMS REQUIRED FOR FILING:

- ☐ 1. Completed Application Form.
- ☐ 2. Processing fees:
  - a. Deposit required – actual cost charged.
  - b. Public Notice fee of \$135.00
  - c. County Clerk processing fee of \$50.00 to be paid at time of application submittal.
  - d. Fish & Wildlife Negative Declaration fee of \$2,216.25 (to be determined at PRC); or
  - e. Fish & Wildlife EIR fee of \$3,078.25 (to be determined at PRC)
- ☐ 3. Completed Environmental Information Form.
  - a. Environmental Impact Assessment fee
    - \$3,395 mitigation fee
    - \$340 exemption
  - “Full Cost” environmental impact report
- ☐ 4. Letter signed and dated by applicant stating request, including property area, location, number of property owners, number of inhabitants, services existing, existing uses and/or structures, current jurisdiction General Plan and zoning designation and pre-zone designation to be requested.
- ☐ 5. Conceptual Site Plan or Land Use Plan.
- ☐ 6. Fiscal Analysis for Annexations over 100 acres in area. The report must meet city and LAFCO requirements to analyze fiscal impacts to city and county services from annexation of the site.
- ☐ 7. Twenty (20) folded copies of annexation boundary map drawn to scale with vicinity map and existing streets shown (8 1/2 x 11" minimum size), meeting LAFCO requirements.
- ☐ 8. Legal description of site, (meeting LAFCO requirements).
- ☐ 9. 8-1/2 x 11" clear transparency of annexation boundary map.
- ☐ 10. Proof of ownership (i.e., latest Grant Deed).
- ☐ 11. Letter of authorization from the property owner if different than applicant. If there is more than one property owner, documentation of concurrence of a majority of the property owners should also be submitted.
- ☐ 12. Mailing labels for the property owners involved within the annexation, including assessor parcel number, maps and xerox mailing labels.
- ☐ 13. Submit one (1) CD containing the following information organized in the following folders:
  - a. Application Materials: Including but not limited to a completed application, fiscal analysis, environmental application, grant deeds, noticing package, letter of authorization, legal description, photographs, and applicant letter.
  - b. Technical/Environmental Studies if applicable.
  - c. Plans: Annexation boundary map, conceptual site plan and/or land use plan.

**B. NOTICE TO APPLICANTS:**

1. This is the initial step in the annexation process and will be processed as a Development Plan Review. Requirements for subsequent processing through LAFCO and the City will be discussed at the meeting.
2. It is recommended that applicant, representative or property owner should be present at all hearings.

**Annexation Request**

3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

**C. ATTACHMENTS**

Procedure for Applicant  
Annexation or Reorganization Proceedings